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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D.C. 20505

National Intelligence Council

DDI #2680-82

1 April 1980

MEMORANDUM FOR: Richard Lehman  
Vice Chairman, National Intelligence Council

25X1 FROM : [REDACTED]  
National Intelligence Officer for Warning

SUBJECT : Staff Meetings

25X1 1. [REDACTED] memorandum on staff meetings has some good points. I would like to suggest something slightly different.

- Tuesday and Friday meetings, attended by NIO or assistant, and AG representative, 15-30 minutes for brief exchanges on topical matters, primarily for benefit of C/NIC preparing for meetings with DCI.
- Wednesday meeting, attended by NIO or assistant and AG representative, up to one hour meeting by agenda. Each NIO to give brief (5 minutes or so) summary of activities completed and planned, discussion by C/NIC, and special topics.
- Once each month the Wednesday meeting would be with DCI, up to one hour, with an agenda. The DDCI, DDI, and DDO might attend or be represented.

2. With these changes, I would support the other points in George's memorandum.

[REDACTED]

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